

MINUTES
BOARD OF SUPERVISORS
COUNTY OF YORK

Regular Meeting
February 1, 2005

6:00 p.m.

Meeting Convened. A Regular Meeting of the York County Board of Supervisors was called to order at 6:00 p.m., Tuesday, February 1, 2005, in the East Room, York Hall, by Chairman James S. Burgett.

Attendance. The following members of the Board of Supervisors were present: Walter C. Zarembo, Sheila S. Noll, Kenneth L. Bowman, James S. Burgett, and Thomas G. Shepperd, Jr.

Also in attendance were James O. McReynolds, County Administrator; J. Mark Carter, Assistant County Administrator; and James E. Barnett, County Attorney.

WORK SESSION

FISCAL YEAR 2006 NEW PERSONNEL/PROGRAMS/EQUIPMENT REQUESTS

Mrs. Marycarol White, Director of Financial and Management Services, indicated the total personnel requests are for 30.75 positions at a total cost of \$1.7 million, and staff was recommending 8.75 at a cost of \$551,000. She reviewed each of the following requests individually and the staff recommendation for each:

Clerk of Circuit Court

1 – Deputy Clerk	Not recommended for permanent funding
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Sheriff's Office

1 – Deputy Sheriff – Training	Position recommended
1 – Computer Support Specialist/ Crime Analyst	Not recommended at this time
8 – Deputy Sheriffs	1 FTE recommended—possible state funding to offset cost
1 – Deputy Sheriff – Investigator	Position recommended—possible state funding to offset cost

Fire and Life Safety

1 – Dispatcher	Position recommended
1 – Data/Software Systems Technician	Not recommended at this time
1 – Radio Communications Systems Specialist	Not recommended at this time

Environmental and Development Services

1 – Plans Examiner/Senior Inspector	Recommended through a .75 upgrade of the current .25 work-as-required position
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1 – Administrative Assistant I	Not recommended at this time—provide additional work-as-required funding
4 – Mosquito Control	3 FTEs are recommended
1 – Operations Supervisor	
1 – Maintenance/Construction Worker II	
2 – Maintenance/Construction Worker I	

1 – Operator III—Solid Waste	Not recommended at this time
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Financial and Management Services

.5 – GIS Specialist (Upgrade)	Not recommended at this time
1 – Risk Manager & Loss Administrator	Position recommended
1 – Real Estate Appraiser Trainee	Not recommended at this time—provide additional work-as-required funding

Commissioner of the Revenue

.5 – Revenue Specialist (Upgrade)	Not recommended at this time
1 – Revenue Technician	Not recommended at this time
1 – Senior Revenue Specialist	Not recommended at this time

Library

1 – Library Clerk	Not recommended at this time
.5 – Library Clerk (Upgrade)	Not recommended at this time
1 – Library Assistant	Not recommended at this time
.75 – Reference Library Assistants (Upgrade)	Not recommended at this time

Community Services

.5 – Administrative Assistant I—Video Services	Not recommended at this time
1 – Administrative Assistant I—Parks and Recreation	Not recommended at this time
1 – Event Planner	Position recommended, subject to available funds in the Riverwalk/Yorktown Operations Fund

General Services

1 – Master Truck and Equipment Technician	Not recommended at this time
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After discussion on the recommended new personnel, the Board indicated it would be willing to consider adding another position to the requested Mosquito Control team to complete the four-man team and to consider the Commissioner of the Revenue's request to transfer some work-as-required funding to a full-time position.

Mrs. White then reviewed the following requests for new programs:

Public Safety

Public Access Automatic External
Defibrillators

Recommend the placement of AEDs
in public places through the use of grant
funding or other donations

Financial and Management Services

Interactive Visitor Information Directories

Recommend the placement of one inter-
active directory at a location on the water-
front to be funded through non-general
fund sources

After discussion the Board agreed to remove the request for the interactive visitor information directories.

Mrs. White then reviewed the following requests for new capital expenditures (equipment) for existing programs:

Sheriff

Evidence Tracking System, Weapon
Cleaner, and Hostage Negotiation System

Equipment purchases are recommended

Library

Van

Recommend an ongoing replacement
reserve fund be established for the van
and evaluate the Vehicle Maintenance
Reserve Fund for the possibility to pur-
chase replacement van from existing
reserves

General Services

Cargo Van

Evaluate the Vehicle Maintenance Reserve
Fund for the possibility to purchase a
second cargo van from existing reserves.
Recommend an ongoing replacement
reserve fund be established for this van
and the second van if sufficient funding is
available for purchase from the Vehicle
Maintenance Reserve

PRESENTATION OF THE 2006-2011 CAPITAL IMPROVEMENTS PROGRAM

Mrs. White reviewed the proposed 2006-2011 Capital Improvements Program for the County and the schools, explaining the changes that had been made since the 2005-2010 CIP was approved, as well as the additional items added for 2011.

During the discussion on the 2007 CIP items, the Board questioned the need to equip Fire and Life Safety vehicles with computers, and Mr. McReynolds indicated the staff would provide the

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Board members more justification information at its next work session on the budget. Mrs. Noll also requested that the Library Needs Assessment be moved up to 2006 from 2007.

Mrs. White then explained the CIP Funding Model, and reviewed the model for the 6-year 2006-2011 CIP.

Meeting Recessed. At 8:39 p.m. Chairman Burgett declared a short recess.

Meeting Reconvened. At 8: 48 p.m. the meeting was reconvened in open session by order of the Chair.

CONSENT CALENDAR

Mr. McReynolds stated that Item No. 5, proposed Resolution R05-15, dealing with a grant for a trolley had received minor changes and was provided to the Board as proposed Resolution R04-15(R). He explained that staff had received new information indicating that federal regulations state the County must provide a minimum 5 percent local match which increases the County's contribution from about \$11,000 to \$14,350.

Mrs. Noll moved that the Consent Calendar be approved as submitted, Item Nos. 2 through 6, respectively.

On roll call the vote was:

Yea: (5) Zaremba, Noll, Bowman, Shepperd, Burgett
Nay: (0)

Thereupon, the following minutes were approved and resolutions adopted:

Item No. 2. APPROVAL OF MINUTES

The minutes of the following meeting of the York County Board of Supervisors were approved:

January 11, 2005, Adjourned Meeting

Item No. 3. PURCHASE AUTHORIZATION: Resolution R05-13

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR
TO EXECUTE A CONTRACT FOR MARLBANK FARM SANITARY
SEWER PROJECT AND PURCHASE OF A TV SEWER INSPEC-
TION VAN AND EQUIPMENT

WHEREAS, it is the policy of the Board of Supervisors that all procurements of goods and services by the County involving the expenditure of \$30,000 or more be submitted to the Board for its review and approval; and

WHEREAS, the County Administrator has determined that the following procurements are necessary and desirable, that they involve the expenditure of \$30,000 or more, and that all applicable laws, ordinances, and regulations have been complied with;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 1st day of February, 2005, that the County Administrator be, and hereby is, authorized to execute procurement arrangements for the following:

Marlbank Farm Sanitary Sewer Project – Contract I	<u>AMOUNT</u>
TV Sewer Inspection Van and Equipment	\$2,462,876
	206,900

Item No. 4. COMMENDATION OF RETIRING EMPLOYEE: Resolution R05-16

A RESOLUTION TO COMMEND HAROLD A SHEPARD, JR., CAPTAIN (RET.), FOR THE SERVICES RENDERED TO THE CITIZENS AND VISITORS OF YORK COUNTY

WHEREAS, Harold A. Shepard, Jr., began employment with the County of York on October 25, 1976, as a firefighter; and

WHEREAS, he was promoted through the ranks to the position of Fire Lieutenant in 1980 and Fire Captain in 1985; and

WHEREAS, Captain Shepard performed the additional duties and responsibilities of Acting Shift Battalion Chief on numerous occasions throughout his career; and

WHEREAS, Captain Shepard served much of his career for 25 years as the Station Commander on "A" Shift at Fire Station One in Grafton, and was loved and respected by the men and women who worked for him; and

WHEREAS, he also served for years as the officer responsible for the department's inventory of uniforms, personal protective equipment, and station maintenance materials; and

WHEREAS, Captain Shepard has received recognition and associated awards during his career for saving the lives of multiple, trapped fire victims, at great risk to his own personal safety; and

WHEREAS, throughout his career, he served the citizens and visitors of York County with distinction and honor, routinely contributing to the preservation of lives and property, upholding the high ideals and standards of the fire and rescue service; and

WHEREAS, Captain Shepard retired from the Department of Fire and Life Safety on February 1, 2005;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 1st day of February, 2005, that Harold A. Shepard, Jr., be, and he is hereby, commended for his dedication, professionalism, and devotion to duty in serving the County of York for over 28 years.

BE IT FURTHER RESOLVED that the appreciation of the citizens of York County is hereby extended to Harold A. Shepard, Jr., for his service, and the heartfelt best wishes of this Board are extended to him and his family for a well-deserved abundance of happiness and continued success in their future endeavors.

Item No. 5. APPROPRIATION OF HOMELAND SECURITY GRANT: Resolution R05-19

A RESOLUTION TO ACCEPT AND APPROPRIATE FY2003 AND FY2004 DEPARTMENT OF HOMELAND SECURITY GRANT FUNDS IN THE AMOUNT OF \$297,610 TO ASSIST THE DEPARTMENT OF FIRE AND LIFE SAFETY AND THE SHERIFF'S OFFICE IN DEVELOPING CAPABILITIES FOR PREPAREDNESS TO PREVENT, RESPOND AND RECOVER FROM POTENTIAL ACTS OF TERRORISM

WHEREAS, the County is vulnerable to the threat of terrorism and, in particular, the use of Weapons of Mass Destruction (WMD), and the Department of Fire and Life Safety, as well as the York-Poquoson Sheriff's Office, are the first responders to such events; and

WHEREAS, the United States Department of Homeland Security is making funds available to localities to assist in their preparation efforts; and

WHEREAS, the Virginia Department of Emergency Management (VDEM) has been designated as state manager of these grants; and

WHEREAS, the funding purchases authorized by these grants are restricted to specified planning, training, exercises, organizational activities and equipment projects and objectives to support the County's 2003 State Homeland Security Assessments previously submitted to the Virginia Department of Emergency Management and do not require a local match; and

WHEREAS, the County has been awarded two such grants amounting to \$297,610.14 by the United States Department of Homeland Security and the Virginia Department of Emergency Management;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 1st day of February, 2005, that the County Administrator be and hereby is authorized to accept and appropriate grant funds in the amount of \$297,610 to procure equipment, as well as to conduct training in accordance with the grant awards by the United States Department of Homeland Security and the Virginia Department of Emergency Management, and according to the needs identified by both the Department of Fire and Life Safety and the York-Poquoson Sheriff's Office, and to execute any necessary grant agreements, related contracts, or other documents, subject to approval as to form by the County Attorney, to provide such additional information as may be required by the terms of the grant agreements, and to do all things necessary to implement the United States Department of Homeland Security Grant Program.

Item No. 6. APPLICATION FOR GRANT ASSISTANCE: Resolution R05-15(R)

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO SUBMIT AN APPLICATION TO THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION FOR GRANT ASSISTANCE TO BE USED TO FUND THE PURCHASE OF AN ADDITIONAL TROLLEY BUS TO BE OPERATED IN YORKTOWN

WHEREAS, financial assistance is available on a competitive basis from the Virginia Department of Rail and Public Transportation to support the purchase of vehicles and equipment for public transportation providers; and

WHEREAS, since the Yorktown trolley was delivered and began operation in 1999, ridership has progressively increased and in calendar year 2004 was only 31 riders short of 17,000; and

WHEREAS, due to the growth in ridership and the additional increases anticipated as a result of the completion of the waterfront revitalization project and the 2006 and 2007 commemorations in Yorktown, the Board wishes to expand the system capacity through acquisition of an additional rubber-tired trolley vehicle.

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors, this the 1st day of February, 2005, that the County Administrator be, and is hereby, authorized, for an on behalf of the County of York Board of Supervisors, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, for a grant of financial assistance in the amount of \$272,650, to defray the costs that would be borne by York County for the purchase of a rubber-tired trolley bus to be used for public transportation in Yorktown and to accept from the Department of Rail and Public Transportation (DRPT) grants in such amounts as may be awarded, and to authorize the County Administrator to furnish to DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that the Board does hereby certify that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that York County will provide funds in the amount of \$14,350, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted to York County may be subject to audit by the Department of Rail and Public Transportation and by the State Auditor of Public Accounts, and that the funds granted to York County shall be used only for such purposes as authorized by the Code of Virginia.

OPEN DISCUSSION

Mrs. Noll noted there is a potential problem with the funding for NASA/Langley, and people are gearing up to visit representatives in Washington to make sure NASA remains viable. She noted that about 26 percent of the NASA workforce lives in York County.

Mr. Bowman commended the Public Information Office for the outstanding Annual Report that just went out. He stated it was an excellent document.

CLOSED MEETING. At 8:51 p.m. Mr. Zaremba moved that the meeting be convened in Closed Meeting pursuant to Section 2.2-3711(a)(5) of the Code of Virginia pertaining a prospective business or industry that has not yet been announced.

On roll call the vote was:

Yea:	(5)	Noll, Bowman, Shepperd, Zaremba, Burgett
Nay:	(0)	

Meeting Reconvened. At 9:10 p.m. the meeting was reconvened in open session by order of the Chair.

Mrs. Noll moved the adoption of proposed Resolution SR-1 that reads:

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS, the York County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711.1 of the Code of Virginia requires a certification by the York County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this the 1st day of February, 2005, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the York County Board of Supervisors.

On roll call the vote was:

Yea:	(5)	Bowman, Shepperd, Zaremba, Noll, Burgett
Nay:	(0)	

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Meeting Adjourned. At 9:11 p.m. Chairman Burgett declared the meeting adjourned to 6:00 p.m., Tuesday, February 8, 2005, in the East Room, York Hall, for the purpose of conducting a work session.

James O. McReynolds, Clerk
York County Board of Supervisors

James S. Burgett, Chairman
York County Board of Supervisors